

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, September 4, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Rand Stanley, Len Norton, Gilbert Hayes, Robert Slate, Pauline LeGassie, Shelia Glecman, Samuel Johnson, and a few others
Press: Larry Smith (Patch. com)

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:05 p.m., in the Town Hall Conference Room.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Approval of Minutes

Special Meeting of August 21, 2012

An error was noted in the August 21, 2012 Special Meeting Minutes. An amendment to the minutes on Section IX., Subparagraph b., and Paragraph 1 is noted. The following is the noted amendment:

“...would be appreciated. Ms. Nelson mentioned that...”

to

“...would be appreciated. Mr. Slate indicated there have been extenuating circumstances and a financial hardship due to the October snowstorm along with State mandates have made it difficult for the payment in full. Ms. Nelson mentioned that...”

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Special Meeting Minutes of August 21, 2012 as amended.

IV. Communications

Senior Center News Correspondence

Ms. Menard indicated that in the Board Member's packets was a recent newspaper article in *The Reminder* about the activities and events at the East Windsor Senior Center. She wasn't sure if any of the Board Member's had seen the article which shows the growth at the center.

V. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all the Board Members a copy of her report dated September 4, 2012. Ms. Menard read from the report as follows:

“Already, summer is gone and we are making our way into fall! Hope you all had a great Labor Day Weekend.

I've attached a copy of a FEMA reimbursement breakdown with approximate dates of receipt of the reimbursements for last year's October storm. As for insurance coverage for the crashed financial server expenses, although we still don't have a payment of the claim, we have received confirmation that a significant portion of the expenses will be covered. I'll let you know when we have a check in hand.

The ProAct prescription discount program should be available for residents sometime between mid-September and mid-October. I've printed copies of the material CCM/ProAct is working on for information/distribution.

On August 27th, I received a notice of a State Elections Enforcement Commission complaint that has been filed by Judith B. Rajala against me. It is quite lengthy and although I am not sure of the intent of many of the allegations, I am sure Attorney Hawks-Ladds will have that figured out shortly. Since statements may be requested by Attorney Hawks-Ladd from witnesses named in the complaint, those that provided evidence or made statements that were used in Ms. Rajala's "statement of facts" along with some individuals (including Selectmen) that we can verify information that will be presented on my behalf, I thought it was best that you know prior to being notified that you may need to verify some information. I prefer not to say more than that at this point except that our response must be delivered by October 4 and it will be thorough and truthful.

The North Central Health District Board of Directors has begun a search for a Director of Health/Chief Executive Officer to replace Dr. Bill Blitz who is retiring. The criteria for the position is on the District's website. I'm providing you all with copies so that we are all aware what the Director's position entails to better understand what East Windsor should expect from the Director and the District.

The system for Town IDs has been ordered.

Our IT Specialist, Justin Bristol, hit the ground running. He spent the first couple of weeks addressing a number of security issues we had in both the Town and Policy systems along with a number of other "challenges" and of course the day to day requests for assistance while getting us ready for the upgrade to our systems. As we had predicted, he has been extremely busy.

Len Norton is finishing up with plans for expanding parking at the Town Hall. Three spaces will be added to the rear and five spaces to the front of the building. I'm still looking for any creative ideas anyone has for solutions to sprucing up our landscaping around the building.

I have attached a copy of the Fall Happenings I received today from Melissa Maltese in case you aren't on her distribution list."

b. Alan Baker, Deputy First Selectman

Mr. Baker indicated his report will be very short due to the fact the one meeting he had to attend to report on, was cancelled due to the fact there was not a quorum. He did mention that the Conservation Commission has been working on an agricultural grant for farms of thirty acres or less

c. Dale Nelson, Selectwoman

Ms. Nelson indicated she attended the recent Pension Committee meeting on August 22, 2012. An update was given by the investors and it is going very well.

The pension is 100% invested. She is very pleased with the new investment company and noted the group comes to the quarterly meetings giving the Committee updates. She mentioned the Board of Education Meeting which was scheduled for August 29, 2012 was cancelled.

Ms. Nelson wanted to give an update to an audience member regarding the Broad Brook Fire Department alarm which was talked about at the last meeting. She indicated that in the evening, the alarm is only used if there is a critical life issue, such as a serious car accident or fire.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended the WPCA Meeting on August 29, 2012, it was held at the Annex because a training seminar was being held to discuss finance changes and waste water systems. One of the points made at the seminar discussed CIP projects and how facilities should not depend on the Town to fund same. A public hearing was held and three connection charges were discussed. The roof repairs were discussed and it was noted that an estimate to repair the roof has been received of approximately \$48,000, the replacement of the heating system estimated cost is \$88,000; however, the gas company will rebate approximately \$20,000. Other issues discussed were long term funding, FCC charges, and delinquent user fees.

Mr. Pippin also mentioned the breaking ground at the construction site of the new Wal-Mart facility.

e. James C. Richards, Selectman

Mr. Richards commented that his report will be brief. As mentioned previously, the Board of Education Meeting of August 29, 2012 was cancelled. He remarked about the Economic Development Commission have drafted a preliminary letters to Stakeholders of Route 140 and fourteen lending institutions.

VI. Public Participation

Ms. Pauline LeGassie of 15 Park Hill, addressed the Board. She read form a letter which is attached hereto and marked as Exhibit A.

Mr. Robert Slate addressed the Board. He gave to all Board Members a two page spreadsheet of approximately 75 towns in Connecticut, the program type, profit type, fiscal year, number of units and percentage of shelter rent. He discussed the document briefly.

VII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments: None

c. New Appointments:

Property Maintenance Code Board of Appeals – Gary Roy

It was noted from Mr. Roy's application for the appointment, that he is not a resident of East Windsor but of East Hartford.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen denies the application of Mr. Gary Roy due to the fact that Mr. Roy is not a town resident pursuant to Section 7-1 (D) of the Town Charter; but thanked Mr. Roy for his application.

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review

VIII. Unfinished Business

a. Discussion of Blight Town Matters to Include Rand Stanley, Building Official

Ms. Menard introduced Mr. Stanley to the Board. She indicated that at the last meeting, it was requested to have Mr. Stanley attend to discuss this topic. Ms. Menard commented that she has given to Mr. Stanley the listing of all of the blight complaints which have been received in her office for his review in order to prepare for this meeting. Mr. Stanley gave to all Board Members a packet of information which included a spreadsheet which was entitled "Demographic Resource Group/Blight/Property Maintenance Information". A brief discussion was held regarding the document and the towns listed within the document. Ms. Menard commented that the Property Maintenance Code lists that the Building Official and/or designee is responsible to enforce the Property Maintenance Code. She indicated that the Board of Selectmen would like to have the Building Official to start looking into the blight complaints. Ms. Nelson indicated that this has been in effect since September of 2001. It was the general consensus that the code does not have any "teeth" for enforcement.

Mr. Stanley indicated his office is very busy at the current time due to all of the projects that have are ongoing in the Town, including the new Wal-Mart construction. Ms. Menard suggested Mr. Stanley appointment someone to help him with the complaints. Mr. Stanley suggested hiring someone part-time to assist him. The Board inquired if there were monies in his budget to support

a part-time hire. Mr. Stanley indicated he did not have extra funds in his budget; however, he does have a line in his budget entitled consultant that he has monies in that could be used. It was suggested that the Building Official could send letters to the property owners regarding any issues to begin the process. It was also suggested that the Board would have to review the Property Maintenance Code to add an enforcement section. The conversation continued regarding enforcement and what other surrounding towns have done with blight problems, in particular with foreclosed properties. It was the general consensus that the First Selectmen's Office would collect the complaints and forward the complaints to the Building Official.

A brief discussion was held.

b. Discussion of Naming Parks/Parking Lots

Ms. Menard indicated that in the Board Member's packets is a document entitled "Town of East Windsor, Naming Policy for Public Parks and Open Space, Effective date March 31, 2010". She asked the Board to look over the policy. Mr. Richards indicated he looked the policy over and thought Ms. Maltese did an excellent job. Mr. Pippin had two suggestions and those suggestions were on the second page under Naming Alternatives. The first bullet point where it says "...open space parcels shall be named for individuals..." should say "...open space parcels may be named for individuals..." and the second suggestion, in the same section, third bullet point where it says "...the Town would consider naming the facility..." should say "...the Town may consider naming the facility". Other than those two minor changes, Mr. Pippin agrees with the policy.

A brief discuss was held.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen accept the Naming Policy for Public Parks and Open Space, written by Ms. Melissa Maltese of the East Windsor Parks and Recreation Department with the changes suggested by Mr. Pippin, effective September 4, 2012.

c. Update of Business Finance Forum

Ms. Menard indicated that she and Mr. Richards have been talking about the Business Forum. As mentioned previously in the meeting, letters have gone out to financial institutions which is the first step. The annual business forum is scheduled for January. Advertising the event will be done with posters and on the Town's website. Mr. Richards commented that the next EDC meeting is scheduled for September 17 at 5:00 which will discuss the planning of this forum in greater detail. He invited the Board Members to this meeting for any input which may be helpful.

IX. New Business

Approval of Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$2,433.82 dated August 28, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$2,433.82 pursuant to the tax collector's request dated August 28, 2012.

X. Budget Matters

a. Budget Discussion and Transfers

1. FY 2011-2012

Ms. Menard gave to all Board Members a list of all proposed transfers. She discussed all of the transfers and asked if the Board Members had any questions. It was again suggested to number the transfers. Ms. Menard numbered each of the three transfers, however, the number were not on the actual list. She wrote the numbers 2011-12-01, 2011-12-02, and 2011-12-03.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approve and forward to the Board of Finance the transfers as listed on Exhibit B attached hereto and forward to a Town Meeting, if necessary.

2. FY 2012-2013

Ms. Menard gave to all Board Members a list of all the proposed transfers. She discussed the transfers briefly. Ms. Menard noted that this grouping of transfers for the fiscal year 2012-2013 are numbered and will continue to be numbered throughout the year as suggested by Board Members.

A brief discussion was held.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approve and forward to the Board of Finance the transfers as Numbered S2012-1 through S2012-2 as listed on Exhibit C attached hereto and forward to a Town Meeting, if necessary.

b. Monthly Reports (Second Meeting of the Month)

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (b) Contract Matter and Section 1-200 (a) Personnel

It was **MOVED** (Richards) and **SECONDED** (Pippin) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 8:50 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:40 p.m.

No action taken.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the September 4, 2012 Regular Meeting at 9:41 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

East Windsor Housing Authority

1A Park Hill

Broad Brook, CT 06016-0451

Tel: (860) 623-8467 Fax: (860) 623-8554

E-Mail: ewhao46@aol.com

Sept. 1, 2012

Dear Board of Selectman;

I have asked the Chairman of the East Windsor Housing Authority Commission, to share this for the record. This is my response to statements made at the August 21st, 2012 meeting of the selectman. I hope that this will clarify issues discussed including the PILOT payments, the Small Cities Grant and the Emergency Planning Drill.

Firstly, to respond to comments on the PILOT. The Housing Authority pays 10% of its net revenues from rent, less its total amount of utility expenses each year. The total amount due the town is calculated at the close of each fiscal year. The Authority is separate from the Town and receives no funds or subsidies from either the town or the State. The Authority is financially self-sustaining, but it's financial and management is overseen by the Conn. Housing Finance Authority and the Dept. of Economic Development.

As the Authority's new Executive Director, in June of 2009, The Housing Commission, appointed by the town and led by Karen Boutin, as Chairman, asked me to ask the BOS, to reduce our PILOT percentage from the current 10% to 5%. Along with Karen, we came before the BOS to make our request. While they were sympathetic, they denied the request. We returned again in 2011, at budget time for the same request, however witnessing the challenges the BOS faced in a difficult economic climate, I withdrew. I stated that I would return at a later date. The BOS however, agreed to Chairman Boutin's request to pay the PILOT in two separate payment installments. It was the understanding of the commission and authority staff, that the agreement was for the unforeseen future. At this time, the Town Treasurer is demanding the second payment, which we intend, as agreed, to pay in January. It is unfair for the Town to demand the payment now, when they formerly agreed to receiving it in January. Park Hill houses some of the lowest income citizens, our elderly and disabled. The lowest monthly rent payment is \$155 and the average rent is about \$250. Rents are calculated based in income and medical expenses. There are no other landlords, in town, to my knowledge, who provide the quality living environment that we do, for this amount. Even with limited resources, the Authority continues to manage and sustain its property, despite rising costs of utilities, fuel, replacements and repairs. We have managed to make needed improvements, replace outdated heating/cooling systems, install new handicapped signage, increase security, and more.

EXHIBIT A CONTINUED

I am very grateful to the Town for securing the 2011 CDBG grant, enabling us to make badly needed exterior and interior improvements for the residents. The improvements are long overdue and will help to sustain our public housing stock for many years to come. The 2011 grant from DECD came through the conduit of the municipality, and was specifically targeted by the Governor to improve housing. We have replaced all of our roofs, windows, and will soon have new doors installed. We have converted one unit to ADA standards and have a second one planned. I believe that these improvements will help to maintain Park Hill as a valuable resource to the community for many years to come.

Finally, to comment on the statements made at the same meeting, regarding emergency planning. When I learned that Blaine Simpkins had been replaced by Chief DeMarco, as the Head of Emergency Planning, I contacted him to volunteer to take part in the upcoming drill. Because the drill was planned for the weekend, instead of the work week, the Chief informed me that it was fine for me to be included through cell phone. I provided my number to him. To help the emergency effort, I also delivered a comprehensive packet of emergency information to the PD on Fri. July 27th. The packet contained evacuation forms for all tenants, Park Hill policies and procedures for emergencies and a list of the provisions that we have in emergencies. The weekend came and went and I never received a call, even though my cell was on and kept charged. A few days later, my Chairman provided me with a copy of the emergency drill roster and I had not been listed on it. For the record, on July 30th and 31st, I actively participated in a statewide Emergency water supply drill, overseen by the State Health Dept. Park Hill has its own water system and I wanted to be prepared. I took these steps to be actively involved because the Authority operated their own emergency shelter for eight days during "Alfred". We provided food and shelter, with very little help from the town. The town gave us some MRES on day seven and some bottled water on the eighth day. The town also deposited some community residents who did not live at Park Hill and asked us to shelter them. We did so. The cost of to the Authority was over \$6,000, for food, supplies, generator fuel, propane for heating the hall, etc.. As a result, my July PILOT payment was short by about \$2,400. Once we were reimbursed by FEMA, the balance to the town was paid immediately. The Authority cannot be charged again as providing shelter to the elderly. One Selectman told the Journal Inquirer that Park Hill was the shelter for the elderly. Where was the shelter for elderly or any of the town residents?

I have every intention of honoring my PILOT agreement with the Town, going forward. I only ask that the Town be fair in their percentage of those payments. Review what other small towns are charging their Authorities, who house the poor, elderly and disabled. Allow the authority to make two separate payments going forward, to help them to avoid a huge payment at once, at the expense of other necessities. In doing so, you will be viewed as compassionate leaders who honor the lives of the people who reside in our complex. Many are aging World War II, Korean and Vietnam Veterans, former teachers, retired manufacturing workers, farmers and others who have served the community. I hope that you will be leaders who will go on the record, as those who avoided balancing your town budget upon the back of those who helped to build the town and the surrounding communities.

EXHIBIT A CONTINUED

Thank you for your review of the comments previously made on the record and upholding the truth and accuracy.

Respectfully Submitted,

Jennifer DiMauro

Executive Director

East Windsor Housing Authority

EXHIBIT B

**Board of
Selectmen/
Accounts**

Transfer	Account Dept/line	Department	Amount	Reason	Town Meeting
To	42/2150/0151	Capital Projects-2009 WHP fire truck	\$7,000.00	transfer from debt service to Capital project for bond cost	X
From	01/9500/9011	2009 WHP Fire Truck- interest			
To	01/4205/547	Collection & Disposal	\$800.00	cover cost of out of Town hazardous disposal	X
From	01/7345/520	LAP/Insurance & Benefits			
To	08/1025/0483	CNR/ Drainage Projects	\$1,209.63	transfer funds to complete	X
From	01/9447/0632	CIP Current/ Drainage		projects	

Pending Board of Finance approval, Town Meeting scheduled for October 2, 2012

EXHIBIT C

**Board of
Selectmen/
Accounts**

Transfer #	Transfer	Account Dept/line	Department	Amount	Reason	Meeting	Town
OTHER							
S2012-1	To	01/1135/325	BOF- Conference & Training	\$100.00	To fund line with 0 balance		
	From	01/1135/110	BOF- Recording Secretary				
S2012-2	To	01/8425/100	IT Salary	\$4,000.00	2012/2013		X
	From	01/8425/101	IT/ Part Time Salary		2011/2012		
S2012-3	To	01/9445/0737	Town IT Hardware/Software	\$4,000.00	2012/2013		X
	From	01/8425/542	IT Communications		2011/2012		
S2012-4	To	01/9445/0737	Town IT Hardware/Software	\$10,000.00	2012/2013		X
	From:	01/2195/200	Public Safety Health Insurance		2012/2013		
S-2012-5	To	01/8425/100	IT Salary	\$25,000.00	2012/2013		X
	From	01/2195/200	Public Safety Health Insurance		2012/2013		

Pending Board of Finance approval, Town Meeting scheduled for October 2, 2012.